

CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Monday, July 21, 2003

UNAPPROVED MINUTES

A. Chairperson Hay called the meeting to order at 7:00 pm.

B. ROLL CALL

Members Present: Margie Stephens, Diane Davis, Trinidad Aoalin, Sen Fan,
Marilyn Hay, Carmen Montano, Sonny Wang

Alternates Present: Titus Cascaro

Members Absent: Yu-Lan Chou

County Staff Present: Linda Arbaugh, Community Librarian
Melinda Cervantes, County Librarian

City Staff Present: Lynette Wilson, Recreation Program Coordinator
Cynthia Maxwell, Principal Administrative Analyst
Lisa Ciardella, Public Services Clerk
Greg Armendariz, Assistant City Engineer
Mark Rogee, Capital Improvement Program Manager

City Council Present: Patricia Dixon, Vice Mayor

C. SEATING OF ALTERNATES:

None

D. APPROVAL OF MINUTES:

MOTION to ratify the actions by the Commissioners in the Minutes for May 19, 2003 with the following changes:

- Under Other Business, Item 2, first paragraph, second sentence, it should read "California Library Association's Legislative Day."
- In the first sentence of the second paragraph, of the same item, it should be changed from "re-grand opening" to "grand reopening".
- In the third paragraph of the same item the correct spelling of the new Deputy County Librarian's name is Sarah Flowers. In the second sentence "Community Librarian Supervisor" should be changed to "Community Library Supervisor"
- In the fourth paragraph of the same item, it should read "She added that the Silicon Valley Library System and Peninsula Library System held a legislative breakfast on April 26, 2003, with Senator Jackie Speir on library issues."

M/S Davis/Stephens. Unanimous.

E. ANNOUNCEMENTS/CORRESPONDENCE:

Commissioner Hay wished a "Happy Birthday" to Commissioner Stephens.

A letter was received from Terrace Gardens, stating that they have two openings for its Board of Directors.

F. CITIZENS FORUM:

Mayor Jose Esteves thanked the Commissioners for making the new library a reality and for their support on the upcoming ballot measure.

G. ADOPTION OF AGENDA

MOTION to approve the Agenda for July 21, 2003.

M/S Davis/Wang. Unanimous.

H. OLD BUSINESS:

1.1 Library Building Project Update

Greg Armendariz, Assistant City Engineer, reported that on July 1, 2003, the City Council approved the new location of the library. The building program is currently 30-40% complete and will not be affected by the change in location. Programming will continue through the end of this year. A review of the historical building will begin and will proceed with actual design once the information is known of what can be changed. The utility undergrounding will be identified and done soon. Commissioner Hay questioned about the power lines and how far it would be done. Mr. Armendariz responded that it will be from in front of the library to Carlo St. and that it would be tied in with other projects.

Commissioner Hay suggested that a sign be put up in front of the Main St. building saying "Future home of the new Library." Commissioner Montano questioned the dynamics of changing the building into a library. Mark Rogee, Capital Improvement Program Manager, responded that there would be enough lead-time to research the elements needed to maintain the historic guidelines of the registry. Commissioner Montano also questioned how they would deal with the possibility of finding ancient burial grounds since the Ohlone Indians were settled in this area. Mr. Armendariz responded that the amount of excavation would be minimized as well as the Haz-Mat and environmental studies.

Mr. Armendariz and Mr. Rogee are also interested in any pictures or any other information that citizens may have about the historic site.

1.2 July 4th Event Report

Commissioner Hay stated that everyone who participated in the July 4 events had a wonderful time. The group passed out 85 Friends of the Milpitas Library brochures, 946 bookmarks and 400 lollipops. The Riffle family donated the candy. Five out of the nine Commissioners participated in the parade with the library group and 3 others participated with other groups.

1.3 Work Plan Status Report

Commissioner Aotalin reported the sub-committee met one time and came up with a mission statement draft. Ten goals and objectives will be in the final draft. The sub-committee came up with four goals and objectives and

requested input on additional ones from the Commission. Specific goals and objectives will need to be approved by the City Council, and Vice Mayor Dixon said that some of the goals/objectives might also need County approval. Ms. Aoalin would like Commissioners to come up with more goals and objectives and forward those to the sub-committee by August 22, 2003.

MOTION to review and accept the preliminary report of the library handbook and provide feedback by August 22, 2003, to be included in the second draft. M/S Davis/Hay. Unanimous.

1.4 Board Effectiveness Training

Commissioner Hay reported six Commissioners, Lynette Wilson, Linda Arbaugh and one FOML Board Member attended the Board Effectiveness Training on June 28, 2003, from 9:00 am-12:00 pm, in the Josephine Guerrero Room at the Library. All that attended had an enjoyable time and thought it was worth attending.

1.5 SCC Library Tax Measure Extension

The Committee working on the Library Tax Measure Extension met and has chosen a consultant. It is also in the process of recruiting volunteers to assist with the ballot measure. The group is discussing what can be done now for resources such as acquiring storefronts, underwriting and volunteer hours. It is estimated that over \$250,000 is needed for the project and the Joint Powers Authority (JPA) can only allocate resources for educational information purposes. So far a survey of about 600 people has been conducted throughout Santa Clara County.

The Library Tax Measure will have some competition during the election since the San Jose Public Library will also have a Measure on the ballot at the same time as the County's, as well as school issues.

The committee will meet and discuss common goals with all nine cities. Fundraising goals will also be set for each community. To date Friends of the Library groups in various cities have made the following contributions: \$4,000 from Campbell, \$10,000 from Saratoga and \$2,000 from Morgan Hill. The Committee is also seeking personal donations.

I. NEW BUSINESS

1.1 None

J. OTHER BUSINESS

1. Friends of the Milpitas Library

Commissioner Stephens reported the following:

- The Fourth of July Parade was fun.
- The FOML checkbook balance is \$35,800.
- First quarter inside book sales generated \$3,000.
- At the next meeting there will be a vote about donating to the Measure.

2. County Librarian Report

Melinda Cervantes, County Librarian, reported that despite a few delays, the Saratoga library opened on June 21, 2003.

The Campaign Kick-off scheduled for July 30, 2003, will be postponed, possibly to September.

The Library is close to completing its changes on the network and server upgrades and staff is being trained on the new “Horizon” database.

3. Community Librarian Report

Linda Arbaugh, Milpitas Community Librarian, reported that the library would have the following hours during the upgrade: August 6th, the library will close at 5:00 p.m., on August 7th, it will be closed all day, and on August 8th, it will open at 12:00 p.m. To prepare for the upgrade, patrons will not be able to place holds, renew materials, or access accounts from July 28-August 7. Patrons have been notified through signs, fliers, ads in the Milpitas Post and Berryessa Sun, and on receipts from the library.

The new system will retain search history, will be more “windows-like”, and will not have to be shut down for system maintenance. There is a savings of about \$1 million, by staying with the current vendor.

4. City Council Report

Vice Mayor Dixon reported that K&B submitted an application for 700 homes on the property next to Elmwood County Jail.

The Sal Cracolice Building, which is the site of the temporary Senior Center, will have modular buildings in place by Christmas time to better accommodate the senior programs. Additions that will be made to the existing library before it becomes the new Senior Center will include a kitchen and dining area that can accommodate up to 500 people.

5. City Staff Report

Lynette Wilson, Recreation Services Coordinator, reported the following:

- About 1,000 people were in attendance for the 4th of July Parade, about 700 people for the pool party, and about 6,000 for the fireworks display.
- The summer programs are underway and the fall programs are in planning stages.
- There are three more summer concerts: July 22, August 5 (which was relocated from the City Hall Civic Plaza to Murphy Park) and August 12 which is the teen concert held at the Milpitas Teen Center.
- The City purchased a new digital marquee and is now in place at the entrance on Calaveras Blvd.

6. Future Agenda Items

Work Plan Status Report – Handbook/Sub-Committee
Library Tax Measure

K ADJOURNMENT:

MOTION to adjourn meeting at 8:39 p.m.
M/S Davis/Stephens. Unanimous.

Respectfully Submitted,
Lisa Ciardella